Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Freight Delivery Options

DISTRIBUTECH CONFERENCE & EXHIBITION

MOVE-IN

WAREHOUSE SHIPMENTS:

A benefit of shipping to the warehouse is the ability to trace your shipment prior to move-in to verify delivery to the warehouse. Simply contact Brede/Allied prior to the show, provide them with the DISTRIBUTECH company name and booth number, and ask them what they have on record as being received. This allows you sufficient time to trace any shipments not yet delivered. Warehouse freight is typically delivered prior to exhibitor move-in, thus alleviating the risks of labor charges being incurred while waiting on your freight to be delivered.

SHOW SITE SHIPMENTS:

It is important for island booths to receive a target time for show site deliveries on Friday, February 5, 2016. General Island move-in begins Saturday, February 6, 2016 with no appointment. Please refer to the targeted move-in instructions. **It is not necessary for the exhibitor to be present or begin set up at this time,** this is simply a procedure designed to facilitate expeditious freight move-in. Carriers not checked in during targeted times will incur an off-target charge of $10.00 per cwt; therefore, it is important to inform your carrier of the "target window" designated for your booth. If your carrier arrives and you do not have an appointment, you will incur the charge. All shipments must have certified weight tickets in order to be unloaded. A marshaling yard fee of $15.00 per shipment will be assessed each time your carrier checks in.

MOVE-OUT

Procedures for move-out are the same for all. **Please allow 5 - 6 hours for the complete return of empty crates from storage.** Properly fill in a separate bill of lading for each shipment and return paperwork to the service desk when your booth is dismantled and you are completely packed. Contact with the outbound carrier is the responsibility of each exhibitor, except when utilizing the house carrier. Exhibitors who leave their freight without completing a bill of lading or simply leave their bill of lading in the booth area, may incur additional fees.

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Shipping Information

DISTRIBUTECH® CONFERENCE & EXHIBITION

Brede/Allied will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

SHIPPING INFORMATION

Advance Warehouse: **Must arrive no later than, Tuesday, January 26, 2016 to obtain advance pricing.** **Freight will be accepted at the warehouse until 2/4/16 with late surcharge applied.**	**DISTRIBUTECH 2016** Company Name & Booth # Brede/Allied 2502 Lake Orange Dr Orlando, FL 32837
Direct - Show Site: **Target Move-in:** Friday, February 5, 2016 **Freight without a scheduled appointment will be assessed an off target charge (see Material Handling form).** **Islands without appointment:** Saturday, February 6, 2016 **General Move-in:** Sunday, February 7, 2016 Monday, February 8, 2016	**DISTRIBUTECH 2016** Company Name & Booth # Brede/Allied @ Orange County Convention Center 9800 International Dr Orlando, FL 32819

For rates see the Material Handling Order Form.

ADVANCE SHIPMENTS TO BREDE/ALLIED WAREHOUSE - crates, cartons, fiber cases only**:**
Rates include:

- Unloading crated materials only. The warehouse cannot receive **uncrated** shipments.
- Storing at the warehouse for up to 30 days.
- Reloading onto our trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading out freight for return onto your carrier

DIRECT SHIPMENTS TO EXHIBIT SITE:
Rates include:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.

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Shipping Information (continued)

Read the "LIMITS OF LIABILITY" form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. Brede/Allied cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Brede/Allied and the name of your on-site representative.

Certified weight receipts are required for all shipments. Brede/Allied will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned C/O Brede/Allied to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

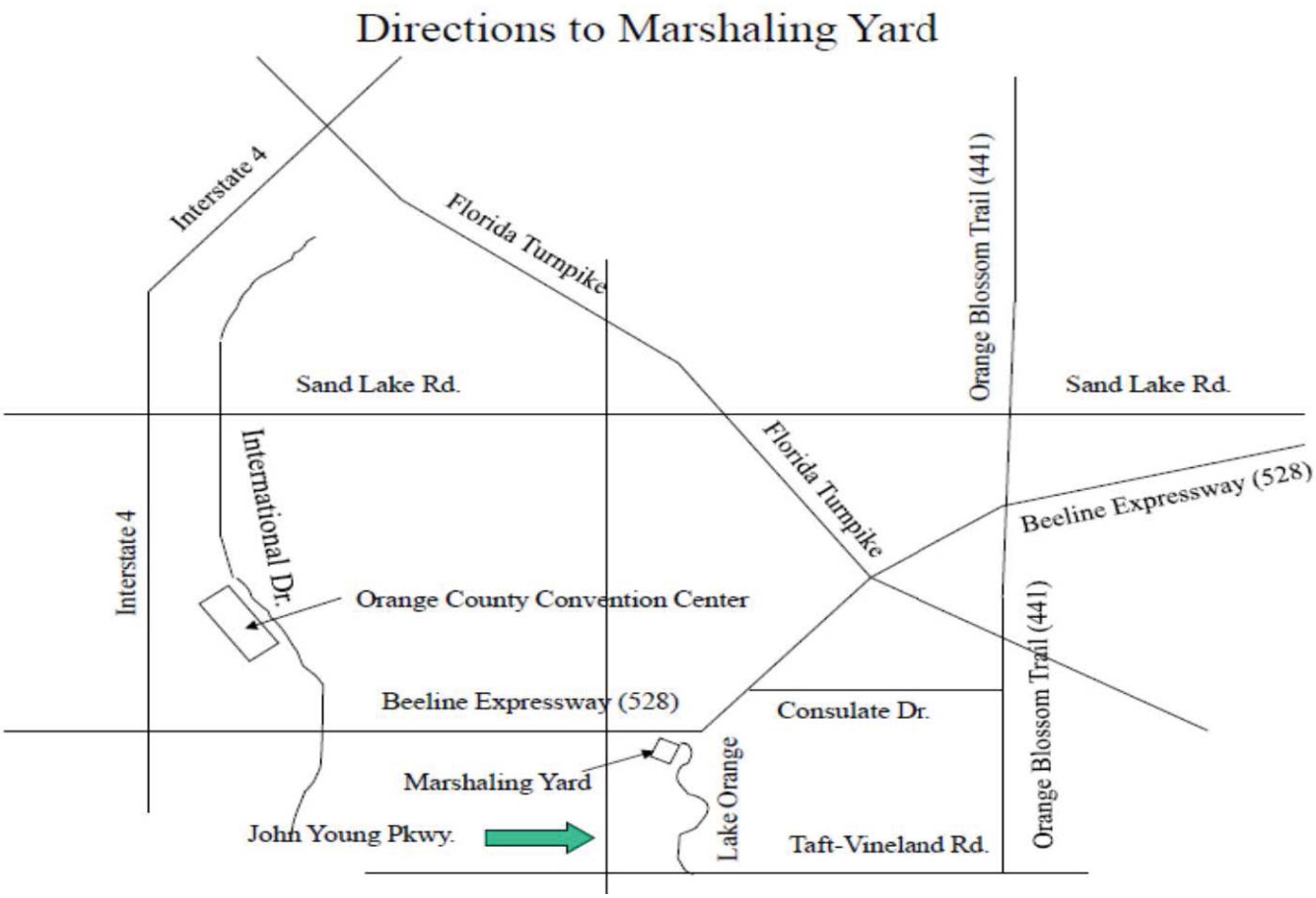
Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the "Labor" order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with "Empty" labels by the exhibitor. These labels will be available at the Brede/Allied service desk and are for **empty storage only.**

Shipping information, bills of lading and labels will be available at the Brede/Allied service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*

Find more on Bredeallied.com



MARSHALING YARD DIRECTIONS

BREDE/ALLIED EXPOSITION SERVICES
2502 LAKE ORANGE DR, ORLANDO FL

From Interstate 95:

Exit on Interstate 4 Westbound. Exit at Orange Blossom Trail/S.R. 441-17/92. Proceed Southbound, approximately 8 miles to Taft-Vineland Road go west on Taft-Vineland Road to Lake Orange and turn right.

From the Florida Turnpike:

Exit off of the Turnpike at Exit #254, Orange Blossom Trail/ S.R. 441 – 17/92.
Exit via the South ramp. You will now be on Orange Blossom Trail/Southbound. Continue south for 1 mile.
Go west on Taft-Vineland Road to Lake Orange and turn right.

From Tampa:

Exit off of Interstate 4 east on to S.R. 528 (Also call the Beeline Expressway/Eastbound).
Exit at Consulate Dr. Take a right hand turn at the end of the exit ramp. You are on Consulate Dr. go to the first traffic light and turn right. You are now on Orange Blossom Trail Southbound

Continue south for 8/10th of a mile. Go west on Taft-Vineland Road to Lake Orange and turn right.

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DISTRIBUTECH® CONFERENCE & EXHIBITION

INBOUND FREIGHT PROCEDURES

ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED WEIGHT TICKET

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. NET, GROSS AND TARE WEIGHT

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

1. CRATES……..(WOODEN BOXES)
2. CARTONS……(CARDBOARD BOXES)
3. CARPETS……(RUGS AND PADS)
4. SKIDS……(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS….(LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE FREIGHT CLERK CAN ACCEPT THEM.

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED INFORMATION PLEASE CONTACT YOUR DISPATCH OR CHECK YOUR FREIGHT.

Find more on Bredeallied.com

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This Form must be returned by: January 22, 2016

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DISTRIBUTECH CONFERENCE & EXHIBITION

Island Booth Target Move-in Questionnaire

To request a target delivery on Friday, February 5, 2016 (8am-5pm), complete and return this form. ***ISLAND BOOTHS*** will receive an appointment on a first come, first serve basis for direct shipments.

All shipments must have certified weight tickets in order to be unloaded. A marshaling yard fee of $15.00 per shipment will be assessed each time your carrier checks in.

IF YOUR TARGET TIME IS MISSED, your carrier will not be unloaded until all on-target vehicles have been unloaded, regardless of when the carrier checks in at the marshaling yard. Off-target charges are an additional $10.00 per cwt. The extra charge applies to all arrivals for exhibitors without an appointment or after your assigned appointment or on a day other than your appointment date.

Any delivery without an appointment will incur an off target charge. No freight, from island or general exhibitors, will be refused (applicable fees apply).

1) ***CARPET IS MANDATORY ON THIS SHOW!***

Will you be ordering carpet from Brede/Allied? _____ Yes _____ No

Will you be shipping your own carpet? _____ Yes _____ No

Are you using an outside vendor for carpet? _____Yes _____ No

2) Will you be ordering Labor rom Brede/Allied? _____ Yes _____ No

Are you using an outside vendor for Labor? _____ Yes _____ No

3) ***TARGET TIMES ASSIGNED FOR FRIDAY, FEBRUARY 5, 2016 SITE DELIVERIES ONLY***

# of pieces_____ Est. weight_____

Weight of largest piece_____ Carrier _____

4) Do you have any special requests (i.e. boom lift, forklift, etc)?_____

_____

5) Will you be spotting a vehicle? _____Vehicle spotting will incur a $350.00 round trip fee per spot.

Fire Marshal regulations will not allow any vehicle placement without prior notification and approval.

COMPANY NAME:_____ BOOTH#_____

CONTACT NAME:_____ EMAIL:_____

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IT SHOWS WHEN YOU USE BREDE/ALLIED

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Material Handling

DISTRIBUTECH® CONFERENCE & EXHIBITION

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt.

	Rate per cwt	*Minimum*
Description	200 lb minimum charge	
Advance to Warehouse: Crated/Skidded (Late fee will apply after 1/26/16)	$ 76.25	$ 152.50
Direct to Show site: Crated/Skidded	$ 76.25	$ 152.50
Advance to Warehouse: Special Handling (Late fee will apply after 1/26/16)	$ 99.25	$ 198.50
Direct to Show site: Special Handling	$ 99.25	$ 198.50
Direct to Show site: Uncrated, Un-skidded, or Wrapped	$ 114.50	$ 229.00
Late Shipments: Freight not received at warehouse prior to the deadline date and freight received at Show site after show opening-add to above rates.	$ 23.00	$ 46.00
Overtime: If moved in or out anytime other than 8am-4:30pm, Monday-Friday (non-holiday)—add to above rates.	$ 19.25	$ 38.50
Small Package Fee: applies to a show site delivery of a single piece shipment from UPS or FedEx weighing less than 35lbs.	$55.00 *each*	

Additional Services (order at show site)		
Shrink Wrap	$ 75.00 per skid	
Metal Banding	$ 75.00 per skid	

Calculate Estimated Material Handling Charges

Carrier(s)	Tracking #	Date of Arrival	# Pieces	Est. Weight *cwt*		Rate *per cwt*		Estimated Cost *200 lb minimum*
					X		=	
					X		=	
					X		=	
						TOTAL		

Show site Contact _____ Show site Phone _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

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order online @ Bredeallied.com

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* Brede/Allied as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
* Material Handling (also known as "drayage") is the moving of exhibit materials from one location to another and the associated fees for such service. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Material handling services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice. Material handling charges are *in addition* to any shipping charges you may incur from the carrier (trucking company, UPS, FedEx, etc.) you select.
* Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Please see the Special Handling definition sheet. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede/Allied at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.
* Copies of the bills of lading should be given to your representative attending the show. This will assist in the tracing of a shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since tracing cannot be done without these.
* Remove all outdated shipping labels prior to shipment.
* Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.
* Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede/Allied .
* All outbound shipments must be tendered with a Brede/Allied bill of lading.
* Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
* Any shipment not handled by Brede/Allied, but for which Brede/Allied is required to handle storage of the empty shipping containers, a charge of $50.00 per crate, case, box, or carton will be assessed.
* The responsibility of Brede/Allied with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.
* Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.

IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY REROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.

Ship to:_____

Street Address_____City/State/Zip Code_____

Type of Carrier ____Air ____Motor Freight ____Van Lines

EVENT OR SHOW DISTRIBUTECH 2016 HALL OR HOTEL ORANGE COUNTY CONVENTION CENTER

COMPANY NAME_____ BOOTH #_____

TELEPHONE_____EMAIL_____

AUTHORIZED BY (please print or type)_____

SIGNATURE_____

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Request for Preprinted Bill of Lading & Shipping Labels

Your Bill of Lading and Shipping Labels will be available the day of show close at the service desk.

Ship to:

Consigned to (Ship to) _____

Attention _____

Street Address _____

City, State, Zip _____

Method				
	Air (select) ____Next Day ____2nd Day ____Deferred	____Motor Freight	____Van Lines	____POV

Carrier _____

Freight charges guaranteed by:

Company/Exhibitor Name _____

Attention _____

Billing Address _____

City, State, Zip _____

Telephone No. _____

Email Address _____

Number of Shipping Labels: _____

COMPANY NAME:_____BOOTH#_____

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Helpful Hints

Shipping to the Show

* When shipping to the warehouse, ensure your shipment arrives by the deadline date to avoid additional surcharges.
* Clearly mark your company name, booth number and DTECH 2016 on your labels.
* Material handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
* Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

How to Store Empty Containers

* Pick up "Empty Labels" at the Exhibitor Service Desk.
* Place a label on each container with your company name & booth number on each label.
* Labeled containers will be picked up periodically and stored during the show.
* Once containers are placed in empty storage there will be no access to those containers.
* At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.

Shipping Out Procedures at the Close of the Show

* Pick up your Bill of Lading at the Exhibitor Service Desk.
* You must complete a Bill of Lading for each individual shipment.
* All pieces must be labeled individually. Pre-printed shipping labels are available at the Exhibitor Service Desk.
* Unless you are using a show carrier, schedule your carrier for pick up at the appropriate time.
* When materials are packed, labeled and ready to be shipped, the completed Bill of lading must be turned in at the Exhibitor Service Desk.

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Special Handling Definitions

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Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped or load bars to be removed/installed during the unload or load out process.

Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:

Side Door Loading | Constricted Space Loading

Stacked Shipments | Uncrated Shipments

Multiple Shipments

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MACHINERY RATE INFORMATION

DISTRIBUTECH® CONFERENCE & EXHIBITION

MACHINERY RATES ARE AVILABLE IF YOU MEET THE FOLLLOWING QUALIFICATIONS:

- **Machines must be shipped directly to the Orange County Convention Center.**
- **Machines must weigh over 2,000 lbs., be shipped uncrated, without skids, or on skids that will remain under the machine during the show.**
- **The exhibitor, or his representative, must be present during delivery to supervise spotting.**
- **The area within the booth is clearly marked to indicate the machine's position.**
- **No rigging, bolting, unskidding or attaching to other equipment must be done.**
- **Shipments handled during overtime hours will be assessed an additional overtime surcharge.**
- **Machinery arriving at the dock must have certified weight tickets and will be placed one time after removal from the truck.**

Forklift Service must be ordered at additional costs if a machine needs to be repositioned, assembled or unskidded. Machines requiring more than a 5K forklift will incur additional applicable forklift charges and must contact customer service in advance.

Skid Storage: If skids must be stored, there is a charge of $27.25 per skid.

Special Handling: Includes shipments that are loaded and charged by cubic space, and/or packed in such a manner as to require additional handling such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipment. Carriers that do not have freight bills to cover their deliveries are required to have **CERTIFIED WEIGHT TICKETS.** **If Special Handling is required, you will be assessed a 50% surcharge.**

Machinery Rates (Round Trip & One Time Positioning)
Rates are straight time only. If shipment moves in and/or out on overtime add $7.50 per cwt.

$45.00 per cwt. X _____(# of cwt) = Charges $_____

Forklift Charges - if required $_____

Skid Storage $27.25 per item $_____

Total Charges **$**_____

Ship prepaid. Collect shipments will not be accepted.

Company Name _____ Booth # _____
Contact Name _____
Email _____ Telephone ( ) _____

FOR BREDE USE ONLY:

Received _____ By_____ Time_____

Contacted_____ *dtech*

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Brede EXPOSITION SERVICES
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Advance Order
Discount Deadline:
January 22, 2016

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DISTRIBUTECH®
CONFERENCE & EXHIBITION

Vehicle Spotting

All rolling stock, licensed vehicles, self propelled or towed, will be received by Brede/Allied on the loading dock at the ***Orange County Convention Center*** during exhibitor move-in. ***It must be driven by the exhibitor or towed to the booth area under Brede/Allied supervision. If the exhibitor is not present, the Vehicle Spotting fee will not apply and Material Handling Rates will be charged.*** The same procedure will be used for loading during the move-out.

The spotting and removal service charge is based upon a round trip for ***each*** spot (vehicle) at a rate of **$350.00 round trip.** PLEASE NOTE – IF YOUR VEHICLE IS LIFTED OFF FLAT BEDS OR OTHER TYPE OF TRAILERS, USING OUR EQUIPMENT, ADDITIONAL CHARGES FOR THE LIFT/S AND DRIVER/S WILL BE ADDED AND YOU WILL NEED TO SIGN A LABOR TICKET.

VEHICLES WILL NOT BE ACCEPTED WITHOUT PRIOR NOTIFICATION AND APPOINTMENT. YOU MUST RETURN THIS FORM BY JANUARY 22, 2016. TO ALLOW US TO ASSIGN AN APPOINTMENT AND PROVIDE THE FIRE MARSHAL WITH A PLAN SHOWING VEHICLES OF ANY KIND IN THE SHOW.

IF YOUR VEHICLES DO NOT SHOW ON THE FLOOR PLAN IT WILL NOT BE ALLOWED ON THE SHOW FLOOR

Please review the following Fire Marshal regulations regarding VEHICLES/COMBUSTION ENGINES:

A. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.

B. All motor vehicles tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. ***The vehicle will allowed no more than 1/4th tank or 2 gallons, whichever is less, of fuel***, including diesel-powered vehicles.

INFORMATION ON VEHICLES TO BE SPOTTED:

Requested Arrival Date _____ Approximate Time _____
No. of Vehicles/Rolling Stock _____ Self Propelled/Towed _____
Telephone ( ) _____ Cell ( ) _____
Representative _____
Email:_____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

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order online @ Bredeallied.com